



Plan Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Final Minutes

Monday, February 26, 2024

7:00 PM

Council Chambers and Virtual

Call to Order

The meeting was called to order at 7:00 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Brenda Busch	Commissioner	Present	
Mark Higgins	Commissioner	Present	
Devin Perock	Aldersperson	Present	
Dean Raasch	Aldersperson	Present	
Shane Raymaker	Commissioner	Present	
Grant Schilling	Commissioner	Present	

2. Approval of the minutes of the January 22, 2024 Plan Commission meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Aldersperson
SECONDER:	Brenda Busch, Commissioner
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Plan Commission. §6-3(f) DPMC.

There were no public comments.

RESULT:	DISCUSSED
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4. Consideration and possible action for a zoning map amendment from PI-1 (Neighborhood Public & Institutional District) to PI-2 (Campus Public & Institutional District) at 100 BLK-600 BLK Third ST, also known as 100 Grant ST (Parcels WD-688, WD-954, WD-171, WD-40, WD-691, WD-952, WD-936, WD-692, WD-727, WD-728, WD-697-1, WD-689, WD-721, WD-942, WD-950, WD-22, WD-38, WD-696, WD-697, WD-34, WD-945-1, WD-953, WD-686, WD-687, WD-941, WD-27, WD-685, WD-695, WD-23, WD-905, WD-7, WD-949-1, WD-694, WD-36, WD-690, WD-951, WD-945, WD-698, WD-8, WD-13, WD-949, WD-693, WD-934, WD-732).*

City Planner Peter Schlein reviewed the zoning map amendment at the 100-600 Block of Third Street for the St. Norbert College campus. Peter noted that zoning map amendments that change a PI-1 District to a PI-2 District include the review of a master plan. A master plan may also include the review of a site plan, but he indicated that this mater plan does not include a site plan. Peter highlighted the nine significant changes that are being requested as part of the master plan. Staff recommended approval of the zoning map amendment with a master plan, subject to the conditions in the report. Mayor Boyd moved, seconded by Mark Higgins, to open the meeting for public comments. Upon vote, motion carried unanimously. Two representatives from St. Norbert College addressed the Commission. Mayor Boyd expressed his concern with the parking needs with the addition of the new building that is planned. The building will mostly be used for undergrad classes with some other miscellaneous events such as corporate events; therefore, parking demands shouldn't be an issue. The Plan Commissioners,

representatives, and staff discussed the potential use of city lots by St. Norbert College, and future alternatives for parking control including sharing permitted license plates for parking lot monitoring. The Mayor asked staff if there is enough parking on campus. Peter responded that there is when St. Norbert College is looked at as a campus with multiple parking lots. Mayor Boyd moved, seconded by Ald. Raasch, to go back to regular session. Upon vote, motion carried unanimously. Ald. Raasch moved, seconded by Mark Higgins, to approve the zoning map amendment and master plan, subject to the conditions in the report. Brenda Busch stated that she would abstain from voting since she is a St. Norbert College employee. Upon vote, motion carried by a vote of 6-0-1.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Mark Higgins, Commissioner
AYES:	Boyd, Higgins, Perock, Raasch, Raymaker, Schilling
ABSTAIN:	Brenda Busch

5. Consideration and possible action to release cross access easements (including pedestrian, vehicular, common component, utility, access, construction, parking, loading dock, lighting facilities, and landscape maintenance access easements) at 230 N Broadway ST, 421 Cass ST, 321 N Wisconsin ST, 309 N Wisconsin ST, 303 N Wisconsin ST, 230 N Wisconsin ST, 310 N Wisconsin ST, 320 N Wisconsin ST, and 206 N Wisconsin ST (Parcels ED-861, ED-862, ED-864, ED-865-1, ED-867, ED-875, ED-878, ED-880, ED-886).*

City Planner Peter Schleinz reviewed the request to release cross access easements for the former Shopko property. Peter stated that the goal is to release the easements from the 1985 Cross-Easement Agreement. There are 3 main areas of the agreement: pedestrian impact, vehicular impact and common component impact. The City will require the creation of an easement behind 310 and 320 Wisconsin Street for an existing storm sewer. The City will also require the creation of a new easement for stormwater infrastructure in the former Shopko parking lot. Other impacted utilities may also require the creation of an easement necessary to maintain infrastructure. New easements shall be prepared before releasing the existing documents. Development Services Director Daniel Lindstrom stated that the City has identified all of its easements but will also be reaching out to private utilities for them to identify any easements that may also exist on these parcels that may need to be relocated. Next, there is a fire and emergency access easement that is no longer necessary due to the removal of the building. Parking will revert to standard parking situations common to the downtown. Parking in the former Shopko lot would be subject to any private agreements. Loading dock easement removal requires owners of 310 and 320 N Wisconsin Street to prepare and record their own easement to preserve loading dock access. The developer, De Pere 230 Development Partners LLC intends to sell/grant/deed area north of the future William Street extension to the owners of 310 N Wisconsin Street. The lighting facilities easement removal would place sole maintenance responsibilities on the owners of the Shopko parcel or if in the ROW, the responsibility of the City. The landscape maintenance access easement removal would place sole maintenance responsibilities on the owners of the Shopko parcel. Staff recommended approval of the easement request. Mayor Boyd moved, seconded by Ald. Raash, to approve the release of cross access easements, subject to the conditions in the report. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Busch, Higgins, Perock, Raasch, Raymaker, Schilling

6. Discussion to review the 2023 City of De Pere Housing Affordability Report Update.
- City Planner Peter Schleinz reviewed the 2023 City of De Pere Housing Affordability Report. Mayor Boyd moved, seconded by Ald. Raasch, to receive and place the update on file. Upon vote, motion carried unanimously.

RESULT:	DISCUSSED
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7. Discussion about site plans received since the January 2024 Plan Commission meeting and review of the status of recently approved development projects.
- City Planner Peter Schleinz provided an update on the status of recently approved development projects since the January 2024 Plan Commission meeting. Mayor Boyd commented on a new development coming for Caribou Coffee. Peter stated that it would be going in on the west side of De Pere across the street from the CVS Pharmacy. There were no other questions or comments.

RESULT:	DISCUSSED
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Adjournment

Mayor Boyd moved, seconded by Brenda Busch, to adjourn the meeting at 7:55 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Kelly Barker